

Minutes from PTFA Meeting

19th May 2023, School

Learning Lodge, Swallowfield Primary School

Attendees

Danielle Preston (DP)- *Co-Chair*
 Amy Kershaw (AK) – *Vice Chair*
 Kate Corke (KC) – *Secretary*
 Tori Fletcher (TF) – *Treasurer*
 Gilly Stafford (GS) – *incoming Treasurer*

Katie Warren (KW) – *External Fundraiser / Social communications*
 Hayley Crosby (HC)
 Alina C (AC)
 Kim Brewer (KB)

	Agenda item	Action
1	<p><u>Introductions (DP)</u></p> <p>Meeting chaired by DP. A warm welcome to all present at the meeting.</p>	
2	<p><u>Apologies and formalities (DP)</u></p> <p>Amy Hayes, Helen P-T, Celia Mardon, Andrew Guentert, Rob Plumbly and Jess Foy.</p> <p>Formally recording the resignation of Amy Hayes as Co-Chair of PTFA due to her appointment as Clerk of Aspley Guise Parish Council. She confirmed her inability to continue for the PTFA in writing via the committee WhatsApp group on 19th April and 10th May, before leaving the group chat on 26th May. Her resignation was accepted and minuted at this meeting (formal confirmation having been requested by email but not received). The Committee thanks Amy for her time and support of the PTFA.</p>	
3	<p><u>Minutes of the last meeting</u></p> <p>ACTIONS FROM PREVIOUS MINUTES:</p> <ul style="list-style-type: none"> • Thank you cards – New set ordered from Print Cellar. Agreed important as lots of people / companies to thank for their support. • Small lottery licence - Central Beds have now acknowledged receipt of the application and say it will be processed within the week. Noted it will be important to comply with the relevant rules re: data and submission of the return, which will be managed by the Treasurer. Going forward, event “owner” to gather data, GS to submit return. KC to check rules and ensure compliance. 	<p>DP /AK</p> <p>TF/GS/KC</p>

4

Treasurer's report (TF)
Details as at end April 2023

Bank acct:	£30876.92
Committed funds:	£27743.14
Total available to spend:	£3133.78
Designated funds	
Bricks	£7353.75 (*invoice received and paid for current order £646.25) (** £3136.00 to go to EYS playground)
Schools for future Fund (EYS playground)	£16500.00 **
Busy Bees World Book Day	£400.00
Summer Fun Day	£2000.00
TTRS match funding	£400.00
Bricks labour cost (display)	£350.00
Crowdfunding money	£739.39 (*only to be spent on IT equipment)
Total committed funds	£27743.14
Total available to us	£3133.78

Campaign updates

- Crowdfunding raised £739.39 for IT equipment. Sadly we weren't successful in getting match-funding from the Co-Op, but the monies are specifically allocated to IT (Chromebooks were advertised) for the school.
- Ice-Cream Van (Loraso). We have so far received £70.00 from Loraso Ice Cream visits on Friday afternoons.
- Coronation event raised £354.39

Activities delivered by PTFA fundraising in recent months

- Last Summer's Alton Towers trip
- Busy Bees Summer Party and Books / Cards

	<ul style="list-style-type: none"> • Water bottles • Pantomime for all years • World Book Day performances • Science week (sublime science) presentations • Glockenspiels (enough for a full class set) <p><u>Cash float</u> Agreed to have a cash float for events. Cash box with float will be kept in safe at school alongside sum up machines. People are returning to cash use, so need to have the option available.</p>	
5	<p><u>110 Club (DP)</u></p> <p>CM only recently informed of results of draw at the 29 March 2023 meeting. Winners to be notified and paid.</p> <p>Agreed to draw for May, June and July at the meeting on 6 July 2023.</p>	CM
6	<p><u>Bricks</u></p> <ul style="list-style-type: none"> • Being fitted 31st May outside reception. • Brick sales to be relaunched and include Gift Aid information on the form. • KC to ensure correct wording for gift aid and rules re: information management / submitting claims. 	KC
7	<p><u>Update from school (KB)</u></p> <p>a) Expansion –</p> <ul style="list-style-type: none"> • Scaffold is now down on the new building. • New gate has been arranged for entry to school site from the Rec. • Planting of hedging outside early years new playground (by reception) completed by volunteer parents and staff on. • New building includes a multi-use room. Partly library but also SEND / individual support place etc. Discussion that if want to apply for grants for equipment for SEND children we need a specific list of items needed and quotes in respect of the same. • MK Community fund grant was not towards the EYS playground but separate re: nature area. • EYS playground almost completed. <p>b) Classroom requests</p> <ul style="list-style-type: none"> • Busy bees have requested £250.00 for the end of year party / graduation gift for those moving on to school. APPROVED. • KB raises the pencil sunshades in playground. The shading tops have perished and the people who installed are no longer in business. Need 	

	to find a company who can replace the shades. The structures themselves do not need replacing.	
8	<p><u>Update on external fundraising (KW)</u></p> <p>External Fundraising - May 2023 update</p> <ul style="list-style-type: none"> • Mk community fund application we were successful in this application and awarded £3000.00 to fund the early years nature area. • Baker Brothers Community fund - awarded £500 towards sponsoring year 5-6 sport kit. – being chased by the community fund for response. Mrs Woodman liaising with them (KW / KB to prompt response). • Aspley guise parish council – 2023 grant applications due. Need to have a plan for request asap. Needs to be a specific and have quotes for the works to be completed. • Coop community fund -need to encourage people to be members and use it when purchasing at Co-op. Six months into current campaign and only £200 raised so far. Need to remind people to check if they are on the correct fundraising action (need to update annually). • Next year’s co-op fund applications required. Needs to be submitted by end May 2023. Need to check the theme – believe about community engagement / support. Could the multi-purpose room in the new building be utilised by community groups or provide other support? 	
9	<p><u>2023 Events and campaigns (all)</u></p> <p>a) Aspley Guise funday 4th June</p> <ul style="list-style-type: none"> • Running a book stall with play your cards right table. Book donations being received. RP checking and taking books suitable for school / home library. <p>b) Meet and greet social (adults)</p> <ul style="list-style-type: none"> • Friday 30 June 2023. • Relaxed social event at school. Include parents new to the school (2023-24 intake). • PTFA run a bar – need TENS licence. • Music. • Food – suggest either a van or seek if ottomans / deep blue can supply to pre-orders (later discussion re: BBQ). • Not a PTFA sales pitch (but hope that it might lead to more volunteers / engagement in future!) <p>c) Father’s Day</p> <ul style="list-style-type: none"> • GS to look at e-sales system (either Sum up or Square) for bookings. • Pre-orders will be required. 	<p>DP / KC</p> <p>DP/AK/KC</p> <p>DP/GS/KW/AK /KC/HC</p>

	<ul style="list-style-type: none"> • KC / AK to ask Andrew French if he can assist with his contact at Butchers. • Ben (kitchen) has agreed to cook for us. • Agreed to offer Bacon roll, Sausage Roll or Croissant and different price point for adult size and child size portions. <p>d) Discos</p> <ul style="list-style-type: none"> • Friday 14 July 2023 • HC has arranged for Ragdollyannas to come. A parent works for the company and has helped. Split into three groups: Reception/Year 1; Year 2 / Year 3; Year 4 / Year 5. All on one afternoon. • Suggested get song requests from each class. • Tickets £3.50 to include 1 tuck shop item. Then additional tuck shop items can be ordered at 50p each. Ticket will include a glow stick / UV paint • No hot dogs etc this year. Tuck shop: popcorn, pick n mix cones, doughnuts, fruit shoot etc. • Support from school staff. • Providers fully DBS checked. • GS to look at e-sales system for bookings. <p>Future events</p> <p>Discussion re: sponsored read or similar for the summer holiday period – KC to action.</p> <p>Transition day – PTFA presentation to new parents on transition day (12 July). Agreed to offer house bottles for sale and that information for parents should include the facebook / Instagram links.</p> <p>Ideas for future – quiz / bingo / liquid art event at school. Meal night in liaison with local businesses (Ottoman’s was a success. Suggestion we consider Woburn Fort).</p> <p>AGM – date must be planned.</p> <p>OPENING PARTY – to mark the opening of the new building. Date TBC as school want the building fully ready as would want to make it available for parents to view. PTFA ask for date with good notice for planning etc. to make the most of a fundraising opportunity. Suggest it could be similar to the birthday funday with table top games, external vendors etc. RP has suggested marquees might be required (agreed this would depend on date and noted it will be very costly).</p>	<p>HC/GS</p> <p>KC</p> <p>DP/AK/KW</p> <p>DP/AK/KC</p>
10	<p><u>PTFA administration and comms</u></p> <ul style="list-style-type: none"> • KW to contact AH and ask her to release admin role of the committee facebook page to at least one committee member. • PTFA shed needs repair / replacement. KC and AK found holes in roof and have lined inside with plastic sheeting as temporary fix. Job needs pricing (and contractors reminded we are a charity) 	<p>KW</p>

	<ul style="list-style-type: none"> Must keep track of individuals / companies we need to thank and ensure they get prompt thank you cards as well as social media mentions where appropriate. We rely on the goodwill and support provided to us as a charity. 	
11	<p><u>Any other business</u></p> <p>Book swap / community library</p> <ul style="list-style-type: none"> AK has sourced old drinks fridge for this. Needs to be collected and brought to school. Likely to need some sort of frame outside / weatherproofing. GS was as AG school when they obtained their book vending machine – might be she has some contacts or recommendations. <p>Free programming equipment</p> <ul style="list-style-type: none"> CH advises KB / meeting that there is access to free computer programming equipment for all 8-11 year olds / schools. She will forward the details to KB. <p>Competitions</p> <ul style="list-style-type: none"> CH advises KB / meeting about some competitions which might be valuable for school and students including one where £1000 could be won by the school and another with the Royal Academy where children’s work might be displayed. CH to send details to KB. <p>Pre-loved clothing</p> <ul style="list-style-type: none"> No further sales will include the Swallowfield Lower uniform. AK and KC found that some of the pre-loved clothes in the shed were damp and mouldy (shed needs repairs) Those were thrown out. KB indicates 2 bags full from lost property. AK / KC to collect and sort through. <p>PTFA Stock</p> <ul style="list-style-type: none"> Stock take completed. KC to provide details. 	<p>RP / AK / DP</p> <p>KW / DP / AK</p> <p>AK / KC</p> <p>KC</p>
12	<p><u>Actions to review at next meeting</u></p> <ul style="list-style-type: none"> Thank you cards Small lottery licence Gift aid declaration / information keeping Date for AGM Date for opening party Sponsored summer read 	
11	<p><u>Date of next meeting</u></p>	

	Thursday 6th July 2023 – Venue tbc – evening (time tbc)	
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